



JOB INTERVIEW GUIDELINES

Purpose

To evaluate the contestant's understanding of employment procedures they will face in applying for positions in the occupational areas for which they are training.

First, refer to the General Regulations.

Clothing Requirement

SkillsUSA blazer, sweater or windbreaker and accompanying official dress. For information regarding purchasing, refer to the clothing requirements in the general regulations.

Eligibility

Open to active SkillsUSA members.

Observer Rule

No observers will be permitted to view the contest.

Equipment and Materials

Employment application form, typed personal resume, and cover letter filled out at your local chapter and returned to OPI.

Scope of the Contest

Contestants should prepare for the job interview contest by developing the following abilities:

- Answer questions and carry on a casual conversation
- Demonstrate a confident handshake, proper greeting and personal introduction
- Ability to prepare a personal resume, job application and cover letter
- Know the aspects of making a positive first impression
- Develop listening skills and show sincere interest
- Demonstrate good grooming in dress and personal hygiene
- Pronounce words in a clear and understandable manner
- Know your personal qualities and how to "sell yourself" to a prospective employer

The contest will be divided into two phases:

1. Qualifying for the contest by submitting all your materials and by completing the job interview test given by your Advisor prior to the competition in Havre. The top 60-65 contestants will interview.
2. The in-depth interview with two judges. (3 judges for finals)

Other contest information:

1. Contestants shall apply for positions in keeping with their vocational objectives.
2. In completing the application and resume, contestants will use their own name, address, school, employment and occupational information. Information must be as accurate and realistic as possible.
3. The following information must be contained on the resume:
 - Name, address, and phone number
 - Career objective
 - Education and training
 - Memberships, accomplishments, awards earned, etc
 - Work experience – beginning with present employment listing specific responsibilities (resume shouldn't exceed one page)
4. The interviewing committee will review the application and resume. Upon completion of this process, a judge will ask the contestant to come into the room and introduce him/her self to the other judge(s).
5. The interview will be limited to 7 minutes.
6. All contestants will be asked the same questions.
7. The contestants will be judged on the items listed on the attached rating sheet.

Distributed by:



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